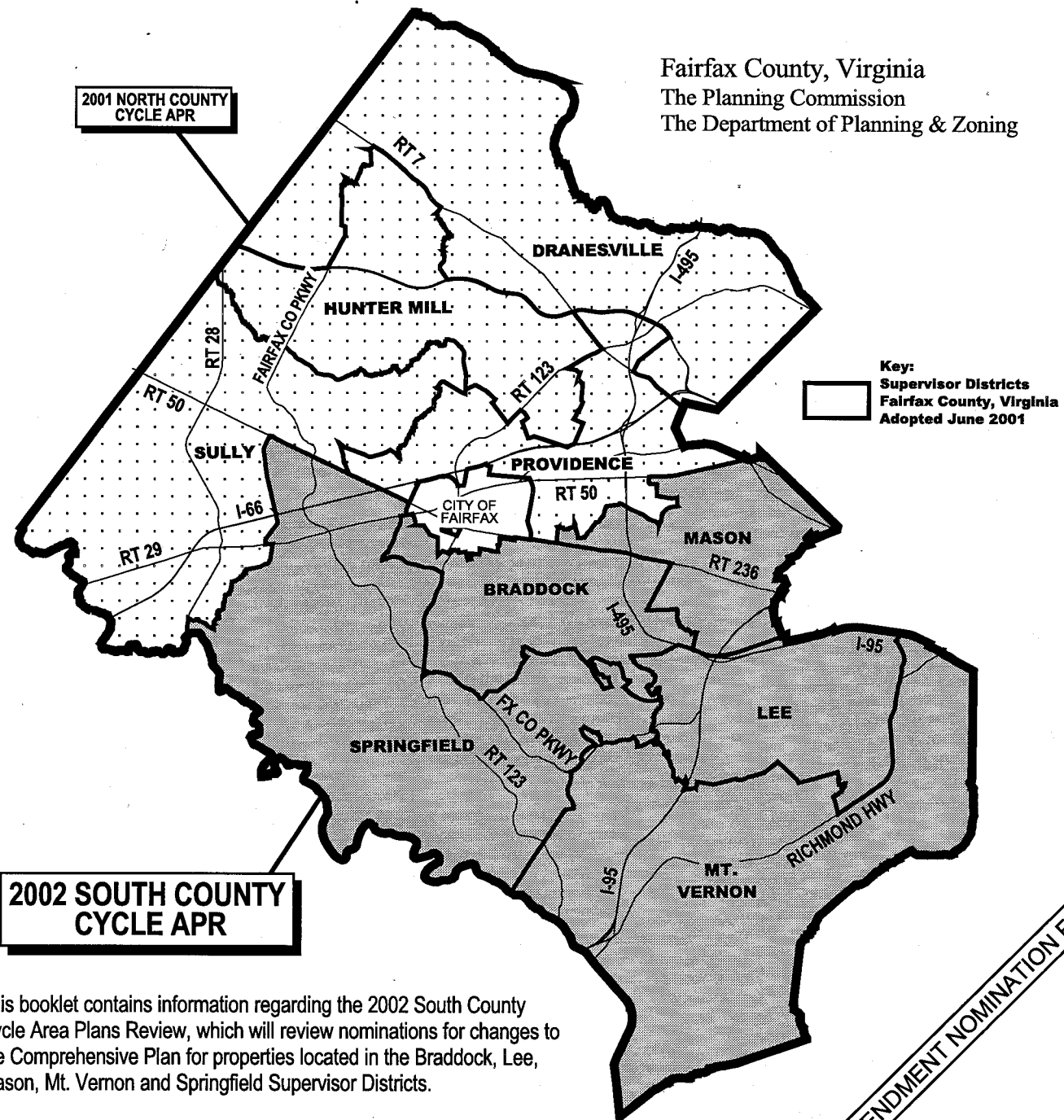


Citizen's Guide to the **2002** South County Cycle Area Plans Review (APR)



This booklet contains information regarding the 2002 South County Cycle Area Plans Review, which will review nominations for changes to the Comprehensive Plan for properties located in the Braddock, Lee, Mason, Mt. Vernon and Springfield Supervisor Districts.

The area for the 2002 South County Cycle is delineated above. The northern portion of the County was included in the 2001 North County Cycle. The districts outlined on the map are Supervisor Districts, each represented by a member of the Fairfax County Board of Supervisors.

INCLUDES PLAN AMENDMENT NOMINATION FORM

BOARD OF SUPERVISORS

Katherine K. Hanley, *Chairman*
Gerald W. Hyland, *Mount Vernon District, Vice Chairman*

Sharon Bulova, *Braddock District*
Gerald E. Connolly, *Providence District*
Michael R. Frey, *Sully District*
Penelope A. Gross, *Mason District*

Catherine M. Hudgins, *Hunter Mill District*
Dana Kauffman, *Lee District*
Elaine McConnell, *Springfield District*
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John R. Byers, *Mount Vernon District, Vice Chairman*

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Ronald W. Koch, *Sully District*
Ilyong Moon, *At-Large*
John M. Palatiello, *Hunter Mill District*
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Laurie Frost Wilson, *At-Large*

Barbara J. Lipppa, *Executive Director*

DEPARTMENT OF PLANNING AND ZONING

James P. Zook, *Director*
Jane W. Gwinn, *Director, Zoning Administration Division*
Barbara A. Byron, *Director, Zoning Evaluation Division*
Fred R. Selden, *Director, Planning Division*

David Marshall, *Chief*
Facilities Planning Branch
Sterling Wheeler, *Chief*
Policy & Plan Development Branch

Marianne Gardner, *Chief*
Policy & Plan Development Branch
Bruce Douglas, *Chief*
Environment & Development Review Branch

DEPARTMENT OF TRANSPORTATION

Young Ho Chang, *Director*

Robert L. Moore, *Chief*
Transportation Planning Division

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SCHEDULE FOR AREA PLANS REVIEW 2002 SOUTH COUNTY CYCLE

Nomination Submission Period.	December 3, 2001 - February 1, 2002
Task Force Appointments.	December 2001 - February 2002
Nominations to Task Forces.	March 2002
Task Force Meetings.	Mid-March through June 2002
Nomination Withdrawal Deadline.	August 9, 2002
Release of Staff Reports. . . .	Two weeks prior to scheduled public hearing date for a given district
Task Force Recommendations to PC.	Early September 2002
Planning Commission Public Hearings.	September 25, 26/October 2, 3, 2002
Planning Commission Mark-up.	October 23, 24, 2002
Board of Supervisors Public Hearings/Mark-up.	November 2002

FOR GENERAL PLAN INFORMATION, PLEASE CALL (703) 324-1380

Visit the APR section of the DPZ Web site at: www.co.fairfax.va.us/dpz

I. FAIRFAX COUNTY PUBLIC INFORMATION SOURCES

- ◆ **Department of Planning and Zoning (DPZ)**
Web site: www.co.fairfax.va.us/dpz
Visit this site frequently to track the progress of the APR process and receive the latest information and materials.
- ◆ **Planning Commission Office**
Web site: www.co.fairfax.va.us/pcom
See this site for information about the Planning Commission, the APR process, as well as Planning Commission public hearing schedules.
- ◆ **Department of Tax Administration (DTA)**
Web site: www.co.fairfax.va.us/dta/re
See this site for data on parcels of land; search by street address or tax map number.
- ◆ **Maps and Publications Sales Desk**
(703) 324-2974
County Government Center
12000 Government Center Parkway, Suite 156,
Fairfax VA, 22035-5505
- ◆ **Planning Division, DPZ**
(703) 324-1380
The Herrity Building
12055 Government Center Parkway, Suite 730
Fairfax, Virginia 22035
 - ◆ **Planner-of-the-Day, 8:00 a.m. - 4:30 p.m. weekdays**
 - ◆ **Area Planners for the South County Cycle.**
Call (703) 324-1380 to speak to an Area Planner or schedule an appointment.
Braddock District: Bruce Kriviskey
Lee District: Jayjeev Hada
Mason District: To be determined.
Mt. Vernon District: Ed Shreiner
Springfield District: To be determined.
- ◆ **The Comprehensive Plan**
 - ◆ The Plan may be purchased at the County Maps and Publications Sales Desk (see address above)
 - ◆ The Plan may be viewed at the Reference Desk of Fairfax County Public Libraries.
 - ◆ The Planner-of-the-Day, DPZ/Planning Division (see above), can assist in finding Plan citations. Visit or call (703) 324-1380 between 8:00 a.m. and 4:30 p.m. weekdays
- ◆ **Planning Commission Office**
(703) 324-2865
County Government Center
12000 Government Center Parkway, Suite 330
Fairfax, Virginia 22035
- ◆ **The Weekly Agenda**
(703) 324-3187 -- Office of Public Affairs
Call to request a free subscription to this weekly newsletter that contains public hearing agendas for the Planning Commission and the Board of Supervisors, as well as articles about special events or topics.
- ◆ **Offices of the members of the Board of Supervisors for the 2002 South County APR Cycle:**
 - ◆ **Braddock District:**
Supervisor Sharon Bulova
(703) 425-9300
E-mail: braddock@co.fairfax.va.us
4414 Holborn Avenue
Annadale VA 22003
 - ◆ **Lee District:**
Supervisor Dana Kauffman
(703) 971-6262
E-mail: leedist@co.fairfax.va.us
Franconia Governmental Center
6121 Franconia Road
Alexandria VA 22310
 - ◆ **Mason District:**
Supervisor Penelope Gross
(703) 256-7717
E-mail: mason@co.fairfax.va.us
Mason Governmental Center
6507 Columbia Pike
Annandale VA 22003
 - ◆ **Mt. Vernon District:**
Supervisor Gerald Hyland
(703) 780-7518
E-mail: mtvernon@co.fairfax.va.us
Mount Vernon Governmental Center
2511 Parkers Avenue
Alexandria VA 22306
 - ◆ **Springfield District:**
Supervisor Elaine McConnell
(703) 451-8873
E-mail: springfield@co.fairfax.va.us
West Springfield Governmental Center
6140 Rolling Road
Springfield VA 22152

II. OVERVIEW OF THE PLAN AMENDMENT PROCESS

Introduction

The Comprehensive Plan is the guide that is used for making land use decisions for Fairfax County. The Comprehensive Plan Review process is designed to:

1. Ensure a process which is comprehensive in nature and meets the intent of the *Code of Virginia* to plan for the future development of the community;
2. Provide an opportunity for interested parties to recommend amendments to the adopted Comprehensive Plan (the Plan);
3. Involve maximum citizen participation; and
4. Ensure the vitality of the Plan to reflect the County's changing needs.

Citizen Participation

Anyone is invited to submit nominations for consideration as amendments to the County's Area Plans. Nominators and any interested parties can review the nominations that have been submitted; attend Task Force meetings; review the Department of Planning and Zoning (DPZ) staff report on each nomination; and testify at public hearings (or in writing) before the Planning Commission and the Board of Supervisors. To stay informed about the process, see Section I for Fairfax County public information sources.

The Area Plans Review (APR)

The 2002 South County Cycle of the Area Plans Review process represents the second phase of the 2001-2002 Area Plans Review process. The 2001 North County Cycle began in June 2001 and will be completed in March 2002. The 2002 South County Cycle will include Braddock, Lee, Mason, Mount Vernon, and Springfield Districts. (The 2001 North County Cycle included Dranesville, Hunter Mill, Providence and Sully Districts.) The map on the cover of this Citizen's Guide depicts the area for the South County Cycle. The districts shown on the cover of the South County Cycle Citizen's Guide reflects the new supervisor district boundaries adopted June 11, 2001. If you need assistance determining which district the nomination property

is located in, contact DPZ (see Section I) or see the County Web site for information on the Board of Supervisors, at www.co.fairfax.va.us/gov.

As in past APR cycles, the subject of the APR process will be the site-specific land use and related transportation access and circulation recommendations found in the Area Plans. **In the Area Plans Review process, amendments to recommendations affecting countywide systems, such as Transportation, Trails, Parks, and Public Facilities will not be considered.** These Countywide systems will be addressed as part of the on-going review of the County's public facilities. The public will have opportunities to participate in the review of the countywide systems, and the process will be announced at a later date.

Starting in January 2003, Plan Monitoring will take place, although staff will be assembling data in the prior years in preparation for examining impacts of planning decisions. In 2004 the site-specific APR process begins again with another North County Cycle, followed by a South County Cycle in 2005.

Past APR cycles included a Policy Review Year; however, in the new APR process, Policy Plan amendments will be considered as Out-of-Turn Plan amendments, when authorized by the Board of Supervisors in order to respond to issues as they arise, rather than waiting for a specified policy review period. The public is always able to participate in the review of any Out-of-Turn Plan amendments relating to the Policy Plan.

Special studies will continue to be authorized by the Board of Supervisors as necessary when issues of great complexity or scope need to be addressed. Special studies usually involve a Board-appointed Task Force and have their own schedule independent of any APR process. ■

III. FREQUENTLY ASKED QUESTIONS ABOUT THE APR PROCESS

1. How can I learn about the Area Plans Review Process?

See Section I of this *Citizen's Guide* for all the information sources about the APR process. Also, see the DPZ Web site at www.co.fairfax.va.us/dpz. If you have questions, please contact the appropriate Supervisor's office or call the Planning Division/DPZ to speak to the planner for the appropriate district. (See Section I for phone numbers.)

2. How can the public receive up-to-date information and announcements during the South County Cycle?

Information is available from a variety of sources, as outlined in Section I, "Fairfax County Public Information Sources." In the course of the process, announcements will be posted on the DPZ website and published in the *Weekly Agenda*, so you should check it periodically for any new information. If you do not have access to the Internet, please visit any County library to use a computer or call the appropriate office listed in Section I. Prior to the Planning Commission public hearings, the APR "tabloid," a single-issue newspaper, will be mailed to all the property owners in the five districts included in the South County Cycle.

3. How do I submit a nomination?

This *Citizen's Guide to the 2002 South County Cycle Area Plans Review* contains detailed instructions and the form for submitting a nomination. For your convenience, the *Citizen's Guide* and the nomination form may also be printed from the DPZ website at www.co.fairfax.va.us/dpz. However, the completed nomination may not be submitted electronically because of the required attachments, such as a map and certified mail receipts. Please see Section IV, "Preparing a Nomination," for step-by-step directions about filling out the nomination form, creating the nomination map and preparing the notification letters.

4. Where do I find the necessary Tax Map numbers?

Every parcel of land in the County has a unique identifier called a **tax map number**. To find the tax map number for a parcel, you can go to the Dept. of Tax Administration Web site at www.co.fairfax.va.us/dta/re and search by street address. In addition to the tax map number, you will find information about acreage, own-

ership, and other details about the property that will be useful for filing the nomination.

5. Where do I find the Property Identification Maps that will be part of my submission?

Once you have the tax map number(s) related to your nomination, you can purchase the necessary Property Identification Map sections at the Maps and Publications Sales Desk (see Section I for address). These maps cost 25 cents a sheet. Once you have the tax map number(s) and the map sheet(s), you are ready to outline in **black ink** the subject property of your nomination. See Section IV for detailed directions about making the necessary map for your nomination.

6. Are there limitations on what can be nominated from Area Plans I, II, III and IV?

Yes, there are limitations on what can be nominated for the 2002 South County Cycle. The limitations are:

- ◆ Land areas included in special studies authorized or adopted since January 2000 are excluded. For the purpose of the South County Cycle, excluded areas include:
 - ◆ The Engineer Proving Ground;
 - ◆ Springfield Community Business Center
 - ◆ Telegraph Road Corridor
 - ◆ Baileys Crossroads Community Business Center
 - ◆ Seven Corners Community Business Center
- ◆ Any land area that was included in an Out-of-Turn Plan Amendment adopted since January 2000 (No. 95-50 or higher) is excluded. The 2000 Edition of the Comprehensive Plan, published in June 2001, contains all the amendments through March 19, 2001. Call the Planning Division/DPZ for information about amendments since March 19, 2001.
- ◆ For the part of Springfield District that was formerly in Sully District (prior to the 2001 redistricting process), nominations will not be accepted for parcels that were the subject property for nominations in the 2001 North County APR process.
- ◆ Amendments will not be accepted to recommendations affecting countywide systems, such as Transportation, Trails, Parks, and Public Facilities. These Countywide systems will be addressed as part of the on-going review of the County's public facilities.
- ◆ Each nominator is limited to submitting one nomination for a given land area (which may consist of a single parcel or a group of parcels).
- ◆ Typos and other editorial errors are not appropriate subjects for Plan amendments; instead, bring them to the attention of the DPZ/Planning Division staff.

7. Who can answer my questions about preparing a nomination?

If you have questions about the nomination process, please call **the Planning Division, DPZ, at (703) 324-1380**. Tell the Receptionist that you wish to speak to the appropriate Area planner about the Area Plans Review (APR) Process. If you wish to meet with an Area Planner, you may set up an appointment.

8. What is the deadline for submitting a nomination?

Nominations may be submitted during the open submission period starting December 3, 2001. **The deadline for the submission of nominations is February 1, 2002. Hand-delivered nominations must be received at the Planning Commission Office by 4:30 p.m. on February 1. Nominations that are mailed must be postmarked February 1, 2002.**

Please see Section IV, "Preparing a Nomination," for details about the submission process. After reading that section, if you have questions about the submission requirements, please call **the staff to the Planning Commission at (703) 324-2865**.

9. How will I know if my nomination meets the submission requirements and is accepted?

After you submit your nomination to the Planning Commission Office, the staff will review your nomination to ensure that it meets the submission requirements for the South County Cycle, as well as for the nomination form, statement of justification, map and notification letters. Staff reserves the right to correct errors related to street address, tax map number, acreage or current Plan designation. When the nomination is accepted, you will receive a written acknowledgement.

10. How do people directly affected by a nomination find out about it?

The nominator, if he/she is not the property owner, will send a certified letter to the property owner(s) about the nomination, with a copy of the nomination attached. After the nomination has been accepted for consideration in the APR process, the Planning Commission staff will send first class letters to abutting property owners. All property owners (as determined by County tax records) in the South County Cycle area will receive a special APR newspaper, commonly known as "the tabloid," approximately one month before the Planning Commission public hearings.

11. Can I withdraw my nomination from consideration?

Requests for withdrawals of nominations must be submitted to the Planning Commission Office in writing no later than **August 9, 2002**. After this deadline, written requests are still required but the Planning Commission must vote to decide if the withdrawal can be accepted. (See Section IV for the procedure for requesting a withdrawal.)

12. Why do some nominations get deferred by the Planning Commission for future action?

If a nomination or group of nominations involves a large land area and/or is highly complex, DPZ may recommend to the Planning Commission that the nomination(s) be considered for a Special Study. The Planning Commission will decide if the nomination will continue through the APR process or be forwarded to the Board of Supervisors with a recommendation for a Special Study under a separate process. The Planning Commission may also defer nominations if it determines that additional information or time is needed to fully evaluate the proposal or to help resolve community issues. The Planning Commission Office will notify nominators if their nomination will not go forward through this APR cycle.

13. How can the public see information about the nominations that are going forward for consideration in the APR process?

Information about each nomination will be available on the DPZ website at www.co.fairfax.va.us/dpz. In the course of the APR process, this information will be updated, so the public can track the progress of the nominations. In addition, the nominations will be assembled in books, organized by Supervisor District, for use by the APR Task Forces, DPZ staff, the Planning Commission and the Board of Supervisors. The nomination books may be viewed at the Reference Desk of County libraries. The books also may be viewed at the DPZ Planning Division office (see Section I).

14. Who appoints the APR Task Forces?

Each Supervisor for the districts included in the South County Cycle will appoint (at their discretion) a community task force to review the nominations for his/her respective district. For APR Task Force information, including membership, meeting schedules, locations and agendas, contact the appropriate District Supervisor. (See Section I for phone numbers.) As

information becomes available about Task Force schedules, it will be posted on the DPZ Web Site at www.co.fairfax.va.us/dpz.

15. What is the role of the APR Task Forces?

The APR Task Forces hold meetings to review the nominations and consider recommendations to be forwarded to the Planning Commission. The nominators and interested members of the public may attend. DPZ planning staff participate in the task force meetings to present their preliminary recommendations. By the end of the task force phase of the process, staff and the task force may be in agreement on all recommendations; however, should staff and the task force disagree on a recommendation, each will send their separate recommendations forward for consideration by the Planning Commission. See Section V for "Task Force Procedures."

The Task Force and DPZ staff may make the following recommendations:

- ♦ Approval of a nomination, as submitted;
- ♦ Denial of a nomination, as submitted; or
- ♦ Approval of an alternative to the original nomination. Any proposed alternative must be to a less intense use than the original submission and must conform to the same or a smaller geographic area.

16. How is the DPZ staff recommendation made available to the public?

DPZ staff conducts an in-depth review and analysis of each nomination, presents their preliminary findings to the Task Force, and finalizes their recommendations in a staff report on each nomination. These staff reports are published in books, organized by Supervisor District. The books are available to the public at least two weeks prior to the Planning Commission public hearings for the respective district. Staff reports will also be available on the DPZ Web site (www.co.fairfax.va.us/dpz).

Staff report books are available (at no cost) at the DPZ/Planning Division Reception Desk, the Maps and Publication Sales Desk, the Planning Commission Office and at the District Supervisors' offices (see Section I for addresses).

17. What is the role of the Planning Commission in the APR process?

The Planning Commission, constituted of Board-appointed Fairfax County citizens, has the authority under the Code of Virginia to make recommendations to the Board of Supervisors about amendments to the County's Comprehensive Plan. The Commission con-

sists of one member appointed for each Supervisor District and three at-large members. During the APR process, the Planning Commission schedules hearings to receive public comment about the Plan amendments proposed by the APR nominations. Hearings are scheduled by Supervisor District. The Chair of each APR Task Force presents their recommendations, DPZ staff presents their recommendations, and then the public is invited to comment. The public is welcome to attend or watch the live broadcast on Cable Channel 16. (See Section V for Planning Commission Public Hearing and Mark-up procedures.)

Anyone wishing to speak at the Planning Commission public hearings may sign up by calling the Planning Commission Office at (703) 324-2865. You may also sign up to speak on the Planning Commission Web site at www.co.fairfax.va.us/pcom. The hearings schedule is also available on that Web site and in the Weekly Agenda (see Section I for subscription information). The hearings take place in the Board Auditorium of the Government Center.

18. How does the Planning Commission make its recommendations on the nominations?

The Planning Commission holds one or more "**mark-up sessions**" to vote on recommendations for the nominations for each district. Nominations that receive a recommendation for approval go forward to the Board of Supervisors. Nominations that are denied by the Planning Commission are no longer considered part of the APR process and do not go forward to the Board of Supervisors. Mark-up sessions, held in the Board Auditorium of the Government Center, are open to the public and televised on Cable Channel 16, but no public testimony is heard.

19. What is the role of the Board of Supervisors in the APR process?

As the governing body of Fairfax County, the Board of Supervisors makes the final decision about amendments to the Comprehensive Plan. The Board holds public hearings on those nominations recommended for approval by the Planning Commission. The public hearing schedule can be found in the Weekly Agenda. Organized by supervisor district, **these public hearings are usually combined with mark-up sessions so that decisions are made at the end of each public hearing.** When the Board votes to approve a nomination (or an alternative to the original nomination), that decision constitutes an adopted amendment to the Fairfax County

Comprehensive Plan.

To sign up to speak, call the Clerk to the Board at (703) 324-3151. See Section V for Board Public Hearing procedures.

20. How are the adopted Amendments published?

The 2000 Edition of the Comprehensive Plan was published in June 2001 in a new format to fit into 3-ring loose-leaf binders. DPZ will periodically publish supplements containing the amended Plan text to update the Plan notebooks. To check on the availability of the supplements, check any one of the following sources:

- ♦ Look at the DPZ Web site (www.co.fairfax.va.us/dpz);
- ♦ Check with the Maps and Publications Sales Desk at (703) 324-2974; or
- ♦ Call the DPZ Planning Division at

IV. PREPARING A NOMINATION

See the Nomination Form attached at the end of this document.

If you want to submit a nomination, you must provide all of the following information in one complete package to the Planning Commission Office between December 3, 2001 and February 1, 2002.

The following instructions correspond to Sections 1 through 6 of the form entitled: *Fairfax County, Virginia, 2002 South County Cycle - Area Plans Review, Nomination To Amend The Comprehensive Plan.*

1. NOMINATOR

A nominator can be the owner of the specific property being nominated; or the designated agent/attorney; or any other interested party. The person designated as the "nominator" becomes the point of contact for all questions or mailings related to the nomination

Name: List the name of the nominator (only one person). Any group (such as a civic association) wishing to submit a nomination should designate one person as the nominator and explain that individual's relationship to the group making the nomination (For example: Jonas Weal, Chairman of the XYZ Civic Association). An attorney acting as the agent for the nominator needs to put his/her name on the line for "Nominator."

Daytime Phone and Address: Provide the daytime telephone number and address of the nominator/agent. If available, also provide the E-mail address for the nominator/agent.

Signature Line for Nominator: Sign your name here if you are the nominator. If you have asked someone to represent you as your agent for the APR process, that person becomes the nominator and signs here. Your agent will become the point of contact if questions about the nomination arise. If there is one authorized agent but many property owners, make sure that you attach an additional page with the signatures of all property owners who have agreed to the nomination and to be represented by the agent.

CHECKLIST

- ☐ 1. Completed the official nomination form;
- ☐ 2. 8½ x 11 tax map with nomination area outlined in black ink;
- ☐ 3. Copy of the notification letter with attachment sent by certified mail to the property owner(s), if different than the nominator/agent;
- ☐ 4. Postmarked certified mail receipt(s), if different from the nominator/agent (as proof of satisfying notice requirement);
- ☐ 5. Additional page list of all owners of the nominated area, if necessary;
- ☐ 6. Neighborhood petition, only if neighborhood proposes a neighborhood consolidation; and
- ☐ 7. Additional page (not more than two) of justification, as needed.

Signature Line for Owner(s): If you own the nominated property, sign on the signature line for owners or attach a separate page containing the signatures of all the owners who are parties to this nomination. The property owners whose signatures do not appear on this nomination must receive a certified letter notifying them of the nomination, as explained below. If you are the nominator and not the owner, do not sign here and mark the line "N/A" for not applicable.

2. OWNER(S)

This section requires you to provide *written notice by*

certified mail, including a copy of the nomination, to all owners of the nominated property if you are the nominator but not the property owner or if all owners of the nominated land have not provided their signatures as stipulated in Section 1. If your proposal involves consolidation of a neighborhood, you must attach to your nomination a petition of support bearing the signatures of at least 75% of the owners of the land area nominated and must account for at least 75% of the land area of being proposed for replanning. If you have questions regarding these requirements, contact DPZ staff at (703) 324-1380 prior to submitting the nomination.

Name & Address: List the name and addresses all owner(s) of the nomination property who have not provided their signatures in Section 1. If necessary, attach a separate page listing the name and address of each owner. These are the property owners you must advise in writing by sending a letter and a copy of the nomination. The notice letter(s) must be sent by certified mail before you submit your nomination to the Planning Commission Office.

Names and mailing addresses should be taken from the current real estate tax assessment records maintained by the Department of Tax Administration (DTA) on the third floor (Suite 333) of the Government Center building. This information is also available by calling (703) 222-6740 and online at www.co.fairfax.va.us/dta/re.

Postmarked Certified Mail Receipt Number: List the certified mail receipt number(s) for each letter sent to the owner(s) of the subject property. Attach additional pages as needed.

The nominator must inform the subject property owner(s) of the nomination by certified mail. The letter must contain the following information:

1. Map and description of the nominated property (or properties) location or area.
2. Description of the existing Comprehensive Plan designation.
3. Description of the proposed Comprehensive Plan designation.
4. Phone number and address of the nominator.
5. A copy of the nomination as an attachment.

A sample letter is provided on this page.

You must send a letter similar to the sample by certified

Sample Notification Letter

January 1, 2002
By Certified Mail

John and Mary Property Owner
Street Address
City, State, and Zip Code

Dear Mr. and Mrs. Property Owner:

You are listed in the records of Fairfax County, Virginia as the owner(s) of the property described below. The purpose of this letter is to notify you that I will soon be nominating your property, as submission to the South County Cycle of the Comprehensive Plan Review Process, for review by the Fairfax County Planning Commission and the Board of Supervisors. The purpose of this process is to consider an amendment to the Fairfax County Comprehensive Plan for a possible change to the land use designation for your property. For your information, I have attached a copy of the nomination as submitted to the Planning Commission.

Property Address: _____
Tax Map Number: _____
Supervisor District: _____

The current Comprehensive Plan designation for your property is: _____

I am proposing that the Plan be amended to: _____

Any comments or questions you have about this specific nomination should be directed to me at: (Address & Phone Number). If you have questions about the Plan Review Process itself, contact the Planning Commission Office at 12000 Government Center Parkway, Suite 330, Fairfax, VA 22035. You may also visit the Web site for the Fairfax County Department of Planning and Zoning at www.co.fairfax.va.us/dpz for more information about the Area Plans Review process.

Sincerely, Attachment: copy of nomination

John Nominator

mail to **all** owners of each parcel you have included in your nomination who have not signed the nomination under Section 1 of the Nomination Form. Certified receipt mail forms (US Postal Form 3811) are available at any branch of the United States Postal Service.

The notification letter(s) must be sent by certified mail to the owner(s) before submitting the nomina-

tion to the Planning Commission Office. A copy of the letter(s) and the original postmarked certified receipt(s) must be attached to the nomination.

Failure to comply with all the notification requirement(s) will cause the nomination to be returned. If you have questions about this part of the APR process, contact the Planning Commission Office at (703) 324-2865.

3. SITE CHARACTERISTICS

This section asks for information about the subject property or area of the nomination.

Supervisor District(s): List the Supervisor District of the nominated property. The five districts included in the 2002 South County APR Cycle are Braddock, Lee, Mason, Mount Vernon and Springfield. Dranesville, Hunter Mill, Providence and Sully were the subject of the 2001 North County APR Cycle. Maps of the Supervisor Districts are available at the Maps and Publications Desk, on the first floor (lower level) of the Government Center Building, or at Fairfax County library reference desks. The map is also available on the County Web site at www.co.fairfax.va.us.

Street address: Provide the street address for every parcel of land you are nominating for a Plan amendment.

Map and parcel number(s): Provide the complete tax map number for each parcel of land included in your nomination. There are three components to the numbering system: section sheet number, block or subdivision, and parcel number. An example of a complete tax map is 45-2 ((3)) 4A. In this example, 45-2 is the section sheet number, ((3)) represents the subdivision designation, and 4A is the parcel number.

To look at a County map and individual tax map section sheets, you can visit the Maps and Publications Counter at the Government Center. You can also use the DTA web site www.co.fairfax.va.us/dta/re to search for information by street address or tax map number.

Total number of parcels: Count the actual number of parcels being nominated. Parcel numbers may not be continuous so do not assume that a tract of land containing parcel 7 and parcel 12 automatically contains six parcels.

Total acreage/square feet of nomination:

Compute the total size of the nomination area. Information on the size (acreage/square feet) of individual parcels may be obtained from records maintained by the DTA.

Neighborhood Consolidation Proposal: Check the appropriate box indicating whether the nomination proposes a neighborhood consolidation for replanning to a higher density or different use. If your proposal involves consolidation of a neighborhood, you must attach to your nomination a petition of support bearing the signatures of at least 75% of the owners of the land area nominated and must account for at least 75% of the land area of being proposed for replanning. If you have questions regarding these requirements, contact DPZ staff at (703) 324-1380 prior to submitting the nomination.

4. CURRENT/PROPOSED PLAN DESIGNATIONS

This section requires you to identify the current Comprehensive Plan designation for the land included in your nomination. The Comprehensive Plan text and Plan Map are available in all Fairfax County library reference rooms and at DPZ (12055 Government Center Parkway, 7th floor, Fairfax).

Current Comprehensive Plan Text: The Plan text provides both general and specific guidelines for the planning area, planning district, sector and/or specific parcel(s) that include the nominated property. To find out how to access the Comprehensive Plan, see Section 1 Public Information Sources.

Current Plan Map Designation: Look at the current Comprehensive Plan map to determine which category applies to the nominated property. (Example: Residential uses at 8-12 du/ac) If more than one category applies to the subject property, indicate the specific parcel numbers next to the appropriate Plan category.

Proposed Comprehensive Plan Designation: Look at the current Comprehensive Plan Map (which is dated 1995) to determine which category applies to the nominated property. (Example: Residential uses at 8-12 du/ac) If more than one category applies to the subject property, indicate the specific parcel numbers next to the appropriate Plan category. The Comprehensive Plan Map is available to view at public library reference desks, supervisors' offices, and

the Planning Division of the Department of Planning and Zoning. It may be purchased at the Maps and Publications Sales Desk (see Section I for locations).

Proposed Comprehensive Plan Designation: *If you are proposing a residential use, see the chart below that lists the residential density range expressed as dwelling units per acre (du/ac). Select the range you wish to propose and use this to fill out the line called "Proposed Comprehensive Plan Designation" on the nomination form:*

Residential Land Use Category Density Ranges:

.1 - .2 du/ac	1 - 2 du/ac	4 - 5 du/ac	12 - 16 du/ac
.2 - .5 du/ac	2 - 3 du/ac	5 - 8 du/ac	16 - 20 du/ac
.5 - 1 du/ac	3 - 4 du/ac	8 - 12 du/ac	20+ du/ac

If you are proposing one of the non-residential uses, select one of the uses listed below and use this to fill out the line on the nomination form called "Proposed Comprehensive Plan Designation." If appropriate, you may include a proposed maximum intensity in terms of floor area ratio (FAR) for the use you have selected. If you need an explanation of the floor area ratio concept or help in defining the land use categories, call the DPZ Planner of the Day at 703/324-1380.

Non-residential Land Use Categories:

Office	Alternative Uses
Industrial	Public Facility, Government or Institutional
Mixed Use	Private Recreation/Private Open Space
Retail & Other	

5. MAP OF SUBJECT PROPERTY

Make a copy of that portion of the section sheet from the Zoning Map that shows the subject property and attach the map to the nomination form. Individual zoning map pages are available for 25 cents per page from the Maps and Publications Desk, located on the first floor (lower level) of the Government Center.

Remember that the map must not be larger than 8 1/2 x 11 inches and the subject property must be outlined in black ink. Be sure to cross-check the map with Section 3 of the nomination form to ensure that all parcels have been outlined. **Maps in color will not be accepted** so do not use highlighters, colored pens, or colored computer generated maps.

6. JUSTIFICATION FOR NOMINATION

This section requires the nominator/agent to indicate

why the nomination meets the adopted policy guidelines for inclusion in the Area Plans Review cycle. Check the appropriate box and provide a brief explanation of how the nomination satisfies that guideline. Be specific in setting forth your rationale; do not simply repeat the stated guideline. You may attach up to a total of two additional pages per nomination.

7. SUBMISSION OF NOMINATION

Nominations may be submitted during the open submission period starting December 3, 2001. The deadline for the submission of nominations is February 1, 2002. Hand-delivered nominations must be received at the Planning Commission Office by 4:30 p.m. on February 1. Nominations that are mailed must be postmarked February 1, 2002. Early submission of nominations is encouraged to allow time for staff to determine whether the nomination is complete and has satisfied the procedural guidelines.

Deliver or mail nominations to: Fairfax County Planning Commission Office, Government Center Building, Suite 330, 12000 Government Center Parkway, Fairfax, Virginia 22035.

8. INSTRUCTIONS FOR WITHDRAWING A NOMINATION

Requests to withdraw a nomination must be submitted in writing (by the nominator/agent only) to the Planning Commission Office no later than the close of business on August 9, 2002. You must also advise the same parties you noticed in Section 2 of the withdrawal and again the letter must be by certified mail.. The following three items must be submitted to the Planning Commission Office by August 9:

1. Withdrawal letter addressed to the Planning Commission
2. Copy of the notification letter to the property owner(s)
3. Original certified mail receipt(s)

All withdrawal requests submitted on or prior to August 9 will be honored. After that date, withdrawals can only be accepted by formal vote of the Planning Commission. ■

V. PROCEDURES

Task Force Meeting Procedures

APR Task Forces are formed and members appointed at the discretion of each District Supervisor. Task Forces establish their own procedures for reviewing and making recommendations on APR nominations. For information on procedures adopted by a Task Force, call the appropriate District Supervisor's office. Refer to Section I, *Public Information Sources*, for the telephone numbers of the offices of the District Supervisors.

Copies of APR nominations will be provided to Task Forces and to the Supervisor's office for each Supervisory District included in the South County Cycle by early April. Task Forces will meet over a three-month period between mid March and the end of June 2002. The number of Task Force meetings will depend on the number of nominations submitted for a particular district as well as the meeting schedule established by each Task Force.

An APR Task Force may invite nominators to present and discuss their nominations at a Task Force Meeting. DPZ planning staff participate in the task force meetings to present their preliminary recommendations; to answer specific questions about a particular nomination or general planning questions; and to listen to presentations by nominators and discussions by Task Force members. The public is welcome to attend Task Force meetings. Contact the supervisor's office for the Task Force meeting schedule.

Recommendations of each APR Task Force are forwarded to the Planning Commission two weeks prior to the Commission's public hearings. The Task Force may recommend approval or denial of a nomination as submitted, or approval of an alternative to the submitted nomination. If the Task Force recommends an alternative, it must be to a less intense use than the original submission and must conform to, or be smaller than, the original geographic area. Task Force recommendations may be different from those developed by the staff and both are forwarded to the Planning Commission.

Information for Speakers at Meetings of the Planning Commission & Board of Supervisors

The South County APR public hearings schedule will be posted on the DPZ web site and the Planning Commission web site. The schedule will be published in the *Weekly Agenda* and will be included in the APR "tabloid" mailed to all property owners in the South County Supervisor Districts. The hearings take place in the Board Auditorium of the Government Center. The public is welcome to attend or watch the live broadcast on Cable Channel 16.

Citizens are encouraged to provide written and/or verbal comments at the APR public hearings. Statements sent by mail to the respective bodies should be sent no later than three days prior to the scheduled public hearing. Anyone submitting a written statement at the public hearing should provide 13 copies to the Clerk. The Board Auditorium is equipped with a variety of audio-visual equipment. Slides, maps, graphs, blueprints, and photographs can be presented simultaneously to the hearing body and the audience. Videos can be used by prior arrangement.

If you want to speak at a Planning Commission APR public hearing, you can sign up by calling the Planning Commission Office at (703) 324-2865. You may also sign up to speak on the Planning Commission Web site at www.co.fairfax.va.us/pcom.

To sign up to speak at an APR public hearing before the Board of Supervisors, call the Clerk to the Board at (703) 324-3151.

To sign up to speak at an APR public hearing before the Board of Supervisors, call the Clerk to the Board at (703) 324-3151.

Planning Commission Public Hearing Procedures

In accordance with Article 7 of the Planning Commission Bylaws & Procedures, procedures for Planning Commission APR public hearings are as follows:

1. The Chairman calls for the public hearing on a specific nomination.

2. The Chairman calls for the staff presentation. The staff planner describes the property, comments on the application and states the staff recommendation. The Chair may then ask for the Task Force recommendation.
3. After reviewing the public hearing procedures, the Chairman calls for citizen testimony. Persons are recognized in the order in which their names appear on the Speakers List. After all names have been called, anyone not on the Speakers List will have an opportunity (with a three minute time limit) to address the Commission.
4. Timed presentations by speakers.
 - (5 Minutes) Individuals
 - (10 Minutes) Nominators, Civic Associations and Countywide Associations
 - (3 Minutes) Anyone not on the *Speakers List*
5. Questions and comments by Commissioners.
6. The Chairman closes the public hearing. Commission action on APR items will not be taken until the scheduled mark-up sessions.

NOTE: After a public hearing is closed on a specific APR item, no further verbal testimony from the public is allowed but subsequent written statements are accepted.

Planning Commission Markup Procedures

1. The Planning Commission will take action on individual APR nominations at separate mark up sessions. Held in the Board Auditorium beginning at 7:30 p.m., mark-up sessions are open to the public however verbal testimony is not permitted. One or more mark-up sessions will be held in October 2002, depending on the number of nominations submitted during the South County Cycle.

For information on Planning Commission mark-up dates, call the Commission Office at (703) 324-2865, DPZ at (703) 324-1380, or visit the web sites listed in Section I.

2. Only nominations that receive a favorable recommendation by the Planning Commission,

including nominations for which the Planning Commission has recommended an alternative or modified use, will be advertised and forwarded to the Board of Supervisors for public hearing. In such instances, only the alternative or modification, and not the original submission, will be advertised and forwarded to the Board of Supervisors for public hearing. **APR nominations which do not receive a favorable recommendation by the Planning Commission are denied and will not be subject to public hearing by the Board of Supervisors.**

Public Hearing and Mark-up Procedures for Board of Supervisors

Only nominations recommended for approval by the Planning Commission will be forwarded to the Board of Supervisors for public hearing. These include nominations that are:

- ♦ Approved as originally submitted; or
- ♦ Approved as modified by the Planning Commission.

The Board of Supervisors will set a specific number of public hearing dates based on the total number of items forwarded by the Planning Commission. To sign up to speak, call the Clerk to the Board at (703) 324-3151. Based on the final actions taken by the Board of Supervisors, the text and/or maps of the County's Comprehensive Plan will be modified to reflect all approved modifications. ■

FAIRFAX COUNTY, VIRGINIA
2002 SOUTH COUNTY CYCLE - AREA PLANS REVIEW
NOMINATION TO AMEND THE COMPREHENSIVE PLAN

TYPE OR PRINT RESPONSES IN BLACK INK
Incomplete forms will not be accepted for review
and will be returned to the nominator. Staff
reserves the right to correct errors in street
address, tax map number, acreage or current Plan
designation. Be sure to attach required map and
original certified mail receipts as proof of property
owner notification.

THIS BOX FOR STAFF USE ONLY:

Date Received: _____
Date Accepted: _____
APR Number: _____
Supervisor District: _____
Planning District: _____
Current Zoning: _____

1. NOMINATOR/AGENT INFORMATION

Name: _____ Daytime Phone: _____

Address: _____

Nominator E-mail Address: _____

Signature of Nominator: _____

Signature of Owner(s) if applicable: _____

2. OWNER INFORMATION - *All subject property owners must be sent written notice of the nomination by certified mail unless their signature appears in part 1 (above). If you are required to notify more than one property owner, you may attach additional pages listing the name, mailing address, and property tax map number for each owner. **Any nomination submitted without the postmarked certified mail receipt(s) and a copy of the notification letter will not be accepted.***

Name of Subject Property Owner: _____

Address of Property Owner: _____

Postmarked Certified Mail Receipt Number(s): _____

Section 3. SITE CHARACTERISTICS OF NOMINATED PROPERTY

Check appropriate Supervisor District(s):

☐ Braddock District

☐ Lee District

☐ Mason District

☐ Mt. Vernon District

☐ Springfield District

Complete tax map identification number for each nominated parcel: _____

Total number of parcels: _____

Street address of each nominated parcel: _____

Continued on following page

Size of each nominated parcel in acres or square feet: _____

Total aggregate size of all nominated parcels in acres or square feet: _____

Is the nomination a Neighborhood Consolidation Proposal: ☐ Yes ☐ No

(NOTE: If you answered yes and your nomination proposes neighborhood consolidation for replanning to a higher density or different use, refer to the Citizen's Guide for additional submission requirements.)

4. CURRENT AND PROPOSED COMPREHENSIVE PLAN DESIGNATION

Current Comprehensive Plan text for nominated property: *(See Section IV, #4, for Comprehensive Plan residential and non-residential land use categories)* _____

Current Comprehensive Plan Map Designation: *(See instructions in Section IV, #4)* _____

Proposed Comprehensive Plan Designation: *(Use the same Comprehensive Plan categories found in Section IV, #4)* _____

5. MAP OF SUBJECT PROPERTY

Attach a map clearly outlining in black ink the property of the proposed Plan amendment. The map must be no larger than 8½ x 11 inches. Maps in color will not be accepted.

6. JUSTIFICATION

Each nomination must conform with the Policy Plan and must meet at least one of the following Guidelines. Check the appropriate box and justify your nomination. Attach not more than two additional pages of justification.

- ☐ The proposal would better achieve the Plan objectives than what is currently in the adopted Plan.
- ☐ There are oversights or land use related inequities in the adopted Plan that affect the area of concern.

Explanation: _____

All completed nomination forms must be submitted between December 3, 2001 and February 1, 2002 to:



**Fairfax County Planning Commission Office
Government Center Building, Suite 330
12000 Government Center Parkway
Fairfax, Virginia 22035-5505**